

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 5 April 1948

25X1A9a TO : Mr. [REDACTED]

FROM : Transportation Division

SUBJECT: Monthly Report of Transportation Activities - March 1948

The following report covering activities of the Transportation Division during the month of March is submitted pursuant to your request.

1. Status of Personnel:

- (a) T/O as of 1 March 1948 - 55 positions
- (b) Total number actually on duty by sections
 - Office of the Chief 2
 - Shipping Section 4
 - Motor Pool 45

(c) Number of personnel interviewed for whom actions have been initiated:

- Motor Pool (Chauffeurs 1
- " " (Truck Driver) 1
- " " (Auto Mechanic) 1

Recruitment requests are on file with the Personnel Branch for one (1) Auto Mechanic, CPC-6; one (1) Truck Driver at \$1.12 per hour, and one (1) Mechanic's Helper, CPC-4.

During the month we had one (1) Auto Mechanic, CPC-6, enter on duty; three (3) Chauffeurs, CPC-3 and one (1) Truck Driver at \$1.05 per hour, the latter as a replacement for [REDACTED] who was separated 9 March 1948.

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The night and Saturday-Sunday-Holiday operation of the Motor Pool has been functioning very well since we rearranged the working schedules and assigned four (4) drivers instead of three (3), and there were no complaints received during the month.

2. Truck Operations:

The following truck operations were performed during the month:

- 8 Trips to New York
- 318 Local hauls in and around Washington

The increase in local hauls was occasioned by the move of the communications warehouse stock from [REDACTED]

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3. The following is a report of the activities of the [REDACTED] Garage and Que Bldg. Motor Pool.

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(a) [REDACTED] Garage		
Repair Jobs		25
Labor	\$836.25	
Parts	374.87	
Repair Jobs Performed Outside		9
Labor	\$251.95	
Parts	108.97	
Maintenance Work		
Cars Washed		55
Cars Lubricated		28
Other Service Jobs		120
Labor	\$405.34	
Parts	22.10	

Total value of labor performed in the garage was \$1241.59 during the month. This work was performed by two (2) Supervisor Auto Mechanics and one (1) Mechanic's Helper, total monthly salaries of these three men being \$617.49, indicating a saving of \$624.10.

(b) Que Building Motor Pool

- 925 - Total trips made
- 40.2 - Average number trips per day
- 7241 - Total miles operated
- 314.8 - Average miles per day
- 7.8 - Average miles per trip
- 40.8 - Average times per trip

During the month we had an average of approximately three (3) calls per day which were delayed, but there were no requests for service refused due to lack of cars or drivers. Those calls for service which were delayed were all taken care of within five or ten minutes after the requests were received.

Forty-eight (48) passenger carrying vehicles operated a total of 41,165 miles, while twenty four (24) trucks operated 19,441 miles.

4. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Travel Orders Prepared	
*(a) Civilian Orders	33
*(b) Amendments	2
*(c) Military Orders	3
(d) Trans. Requests	139
*(e) Travel Orders Cancelled	0
Rail Reservations	66
Airline Reservations	16
Hotel Reservations	18

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*This activity was for period March 1 to 14th. Effective 15 March, the Travel Order writing function was transferred to Budget & Finance Branch

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Chief, Transportation Division